



## Office of the Mayor

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September 19, 2008

Dear Neighborhood Residents and Community Groups:

I am pleased to announce that the City of Madison is now taking applications for the fall 2008 allocation of Emerging Neighborhoods grant funds. The purpose of this City program is to address emerging challenges in our neighborhoods. This program provides a unique opportunity for neighborhood groups and organizations to develop and propose a broad array of neighborhood-initiated improvements and organizing projects. A neighborhood group may be established just to undertake a project – the group does not need to be “incorporated.”

Please review the attached Proposal Guidelines and Application Form to decide whether your group would be interested in developing a grant proposal. A total of \$200,000 was made available in 2008 through the Emerging Neighborhoods fund. Approximately \$23,700 is available in this final 2008 application period. Applications must be received in the Mayor’s Office by 4:30 p.m. on Monday, October 6, 2008 in order to be considered for funding. If you have questions or need further information, please contact the City staff listed in the Proposal Guidelines and Application form.

I look forward to receiving your ideas and proposals that will continue to improve the quality of life throughout our neighborhoods.

Sincerely,

David J. Cieslewicz  
Mayor

Enclosures



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# City of Madison Emerging Neighborhoods Funds Proposal Guidelines Fall 2008

## I. PURPOSE

The City of Madison is seeking proposals from neighborhood groups, non-profit agencies and other community-based organizations to address emerging challenges in neighborhoods.

## II. PROGRAM GOAL AND OBJECTIVES

**Goal:** To quickly deploy resources to neighborhoods facing challenges in an effort to address emerging problems before they become more serious and more expensive to address in later years.

### Program Objectives:

- Address emerging or short-term opportunities to build on the assets of the neighborhood.
- Promote innovative approaches to neighborhood-based community building.

## III. ELIGIBILITY

Non-profit organizations and agencies that have obtained tax-exempt status under Section 501(c)(3) of the IRS tax code and/or have incorporated under Chapter 181, Wisconsin Statutes, are eligible to apply for this program.

Unincorporated neighborhood resident groups are also encouraged to apply for this program. Prior to receiving funding, these groups (at the City's discretion) may be required to secure a fiscal agent to disburse the grant monies received.

While not a specific requirement of the application to receive the endorsement or support of the Alderperson(s) in the district(s) most likely to be affected by your program, the Emerging Neighborhood Fund Committee strongly encourages applicants to make contact with the appropriate Alderperson(s) prior to submitting an application.

#### **IV. FUNDS AVAILABILITY**

Funds will be administered by the Mayor's Office under the direction of the Public Safety and Neighborhood Sustainability Liaison. Applications will be reviewed by the Emerging Neighborhood Fund Committee, a body that is comprised of the Common Council President or designee, the Mayor's representative, a CDBG Commission member, a Community Services Commission member, an Early Childhood Care and Education Board member, and four City staff members. Funding recommendations will be submitted to the Mayor and Common Council for approval.

Approximately \$23,700 is available for this round of funding. A total of \$200,000 was made available for distribution in 2008. Grant amounts begin at \$2,500 and are generally not more than \$10,000, although exceptional circumstances will be considered. This is the second and final application opportunity for 2008.

Funding should not be requested for a program that would be appropriate for other City Grant Funds such as those available from the Office of Community Services, the Community Development Block Grant Office or the Neighborhood Grant Programs unless the funds requested are for a short-term opportunity that cannot be met within the timeline of the other City Grant Fund sources.

Funding can be used for childcare, tuition assistance, housing, neighborhood revitalization, early childhood education and other programs to enhance the quality of life in the City's emerging neighborhoods, which includes, but is not limited to:

- Costs for staff hours;
- Operating costs such as office supplies, telephone, postage, printing, training, rent, transportation, insurance and bookkeeping/audit fees;
- Fees and scholarships;
- Program supplies and equipment; and
- Capital costs necessary to operate a program may be approved if integral to the program and funding is unavailable from other sources.

#### **V. AWARD CRITERIA**

The Emerging Neighborhood Fund Committee will evaluate proposals based on the following criteria and will register a numeric score between one (1) and five (5) for each criterion:

- Extent to which the project is unique, short-term and not duplicative to other funding sources; and
- Extent to which the need is well articulated and responsive to an emerging issue in the neighborhood(s); and
- Extent to which the project is well-planned, feasible, and likely to be beneficial to the neighborhood(s); and
- Extent to which the project includes the involvement of a diverse group of residents and businesses; and
- Extent to which the project budget is detailed, practical, and involves a one-time expenditure or demonstrates long-term sustainability through volunteer support or other resources.

## **VI. REPORTING REQUIREMENTS**

All grant recipients will be required to submit periodic service and financial reports for the term of the Agreement. Report deadlines and specific reporting agreements will be established in the agreement with the City.

## **VII. SUBMITTAL OF APPLICATION**

Submit your original proposal and ten (10) copies, either through the mail to the City of Madison, Mayor's Office, 210 Martin Luther King, Jr., Blvd., Room 403, Madison, WI 53703, or hand deliver to the Mayor's Office, Room, 403, City County Building, 210 Martin Luther King, Jr., Blvd.

**Proposals must be received no later than 4:30 p.m. on Monday, October 6, 2008.**

## **VIII. TIMELINE**

Proposals due in Mayor's Office	4:30 p.m., October 6, 2008
Proposals reviewed by Emerging Neighborhood Fund Committee	October 13, 2008
Resolution introduced and acted on at Common Council (expected to be acted on under suspension of rules)	October 28, 2008
Contracts prepared and programs initiated	Week of November 3, 2008*

\*Tentative dates subject to change

## **IX. TECHNICAL ASSISTANCE AND CONTACT PEOPLE**

Questions and requests for technical assistance or questions concerning the program guidelines or application form may be directed to either of the following people:

Lorri Wendorf, Office of Community Services, at 261-9121, Ext. 260 or [lwendorf@cityofmadison.com](mailto:lwendorf@cityofmadison.com).

Joel Plant, Office of the Mayor, at 266-4611 or [jplant@cityofmadison.com](mailto:jplant@cityofmadison.com).